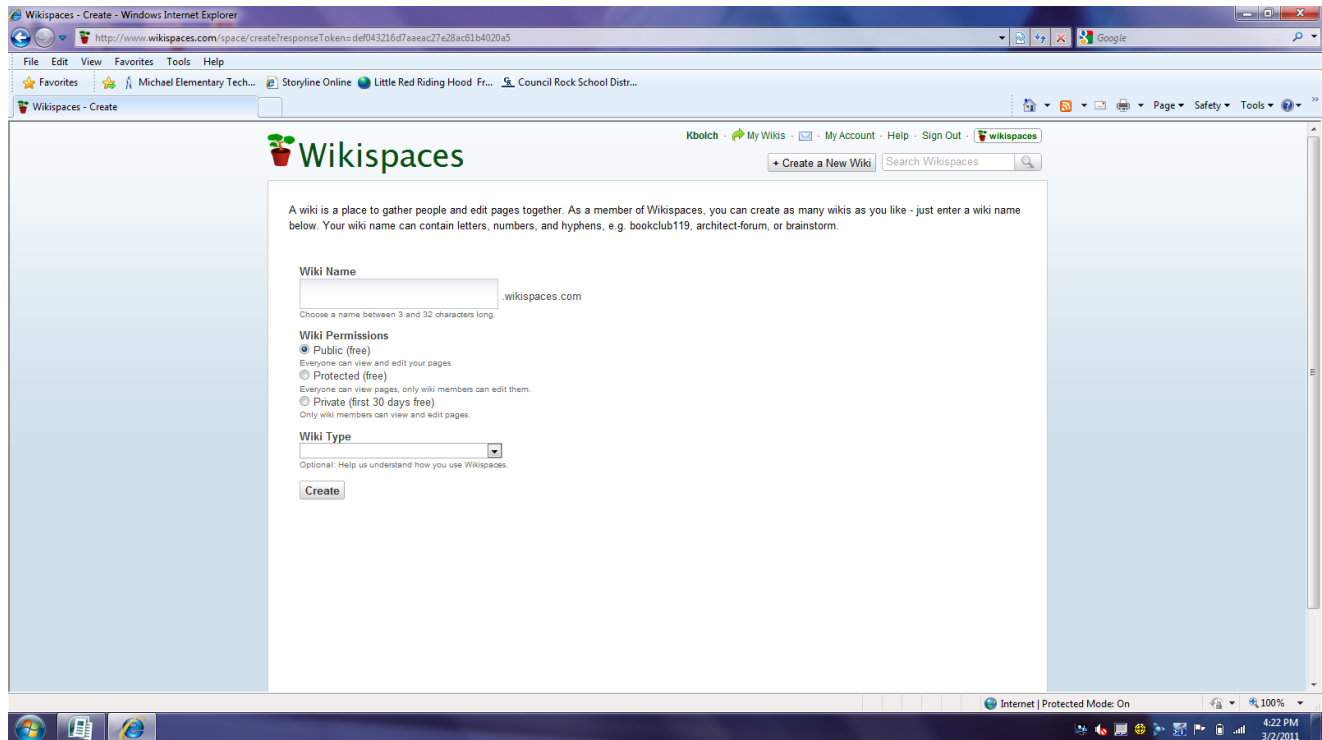


# Using Wikispaces to create a site—<http://wiki-setup-godsman.wikispaces.com/>



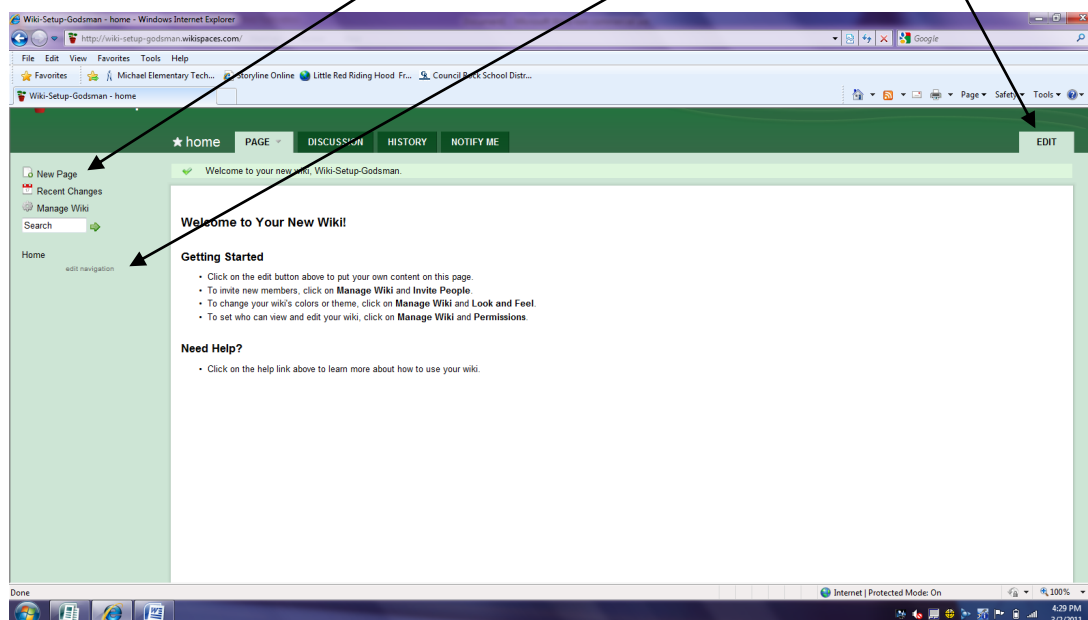
Tips: Go to wikispaces.com—teachers get a free upgrade and no ads - you want that option  
Select a name that is easy to type and remember—The URL will be name.wikispaces.com

You will have the option to choose public or private—private only display to those who log in with a password. Public can be seen but not edited by anyone. Only those with an invite can edit a public wiki.

To edit a page click on the edit button and type or paste from word

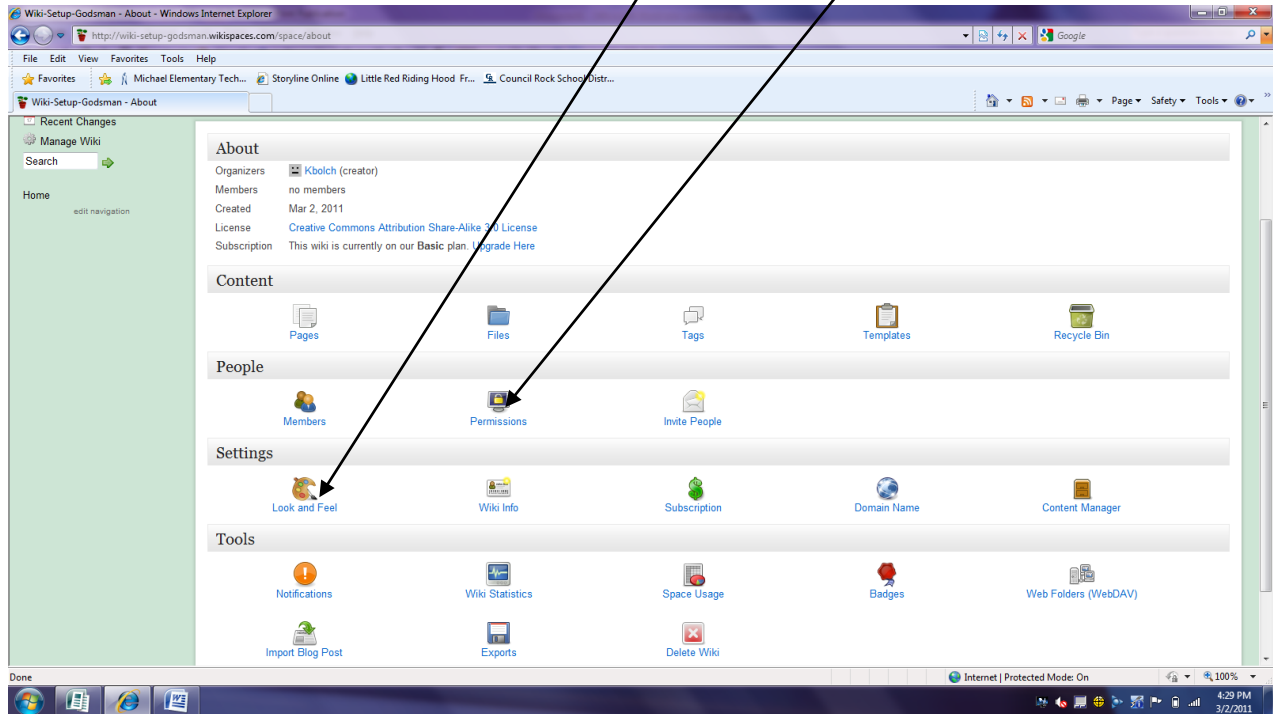
To add a new page click the new page button

To edit the navigation bar click the edit navigation words



To manage the site select the manage site link

Here is where you control your website appearance and permissions



When you select the edit tab, this is the new screen. You can type directly in or cut and paste in word. I usually select the font and size and make it nice in word before I paste it in to keep it uniform. Never use more than 3 fonts on a webpage to keep it clean.

The toolbar is similar to word. Link is to insert a link within the wiki or outside.

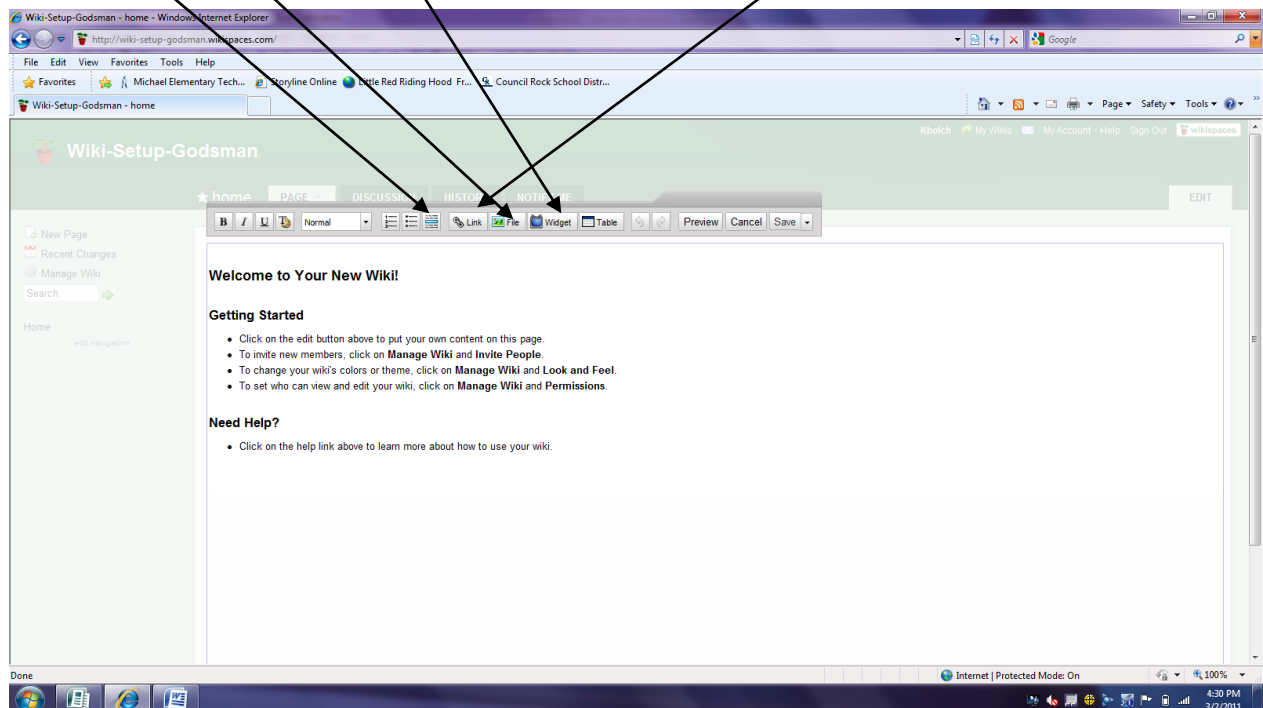
File is to upload audio, powerpoints, documents, photos, etc.

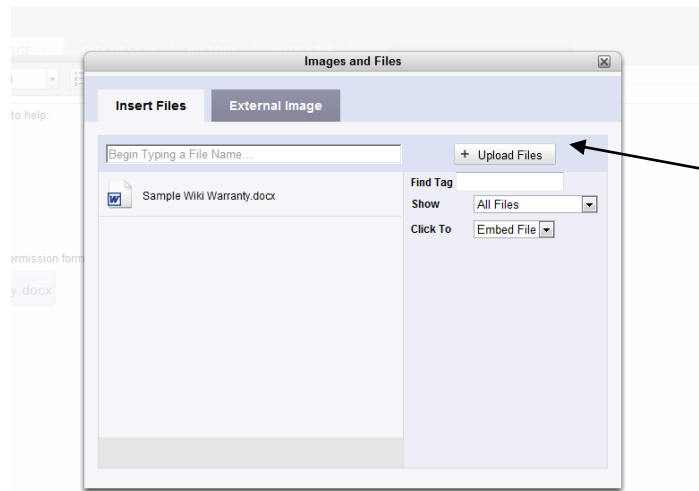
Widget is to upload video or calendars—or something you are embedding

Table inserts a table that you can then paste into—it keeps things in line

The line option puts a line in for separation

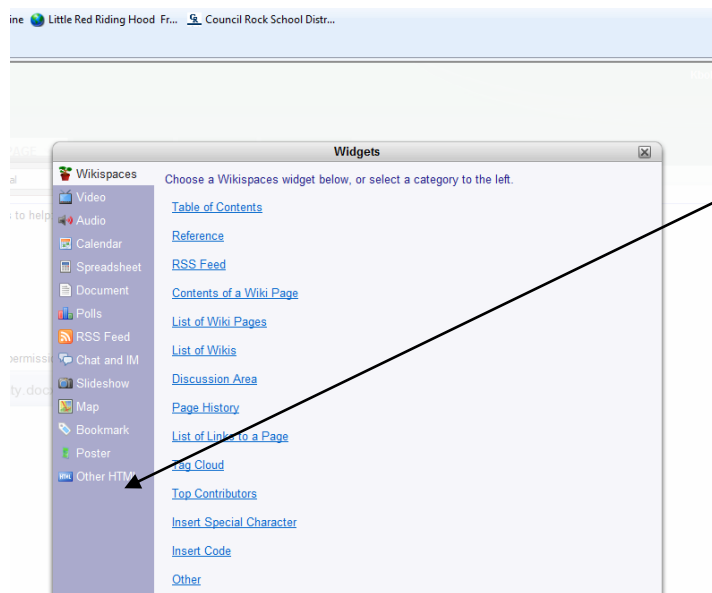
Save often and wait patiently:)





First put your cursor where you would like to upload something (it can be moved if you change your mind)

This is the upload dialog box—you upload a file from a flash drive or from the desktop usually. Then double click and it is placed where your cursor was. I would suggest making all document files a PDF rather than word or powerpoint so that anyone can view them even if they do not have the software or correct version.



JPGs work best for photos. Shrink them in size if you can prior to posting for quicker uploading.

Here is where you embed videos, calendars, etc. Select what you want. Then go to that website and search for the embed code. It will be long html stuff.

Copy and paste the code into this box and save. It will look odd until after you save it and then it will look correct.

